ROLE PROFILE

Job Title: Teaching Associate
School/Department: Liberal Arts, Culture Languages and Area Studies
Job Family and Level: Research and Teaching Level 4 (Teaching Focus)
Contract Status: Permanent
Hours of Work: Full-time (36.25 hours per week)
Location: University Park Campus
Reporting to: Dr Ross Wilson

Purpose of the New Role:

Liberal Arts is a dynamic and growing programme of study, based within the School of Cultures Languages and Area Studies at the University of Nottingham. The primary purpose of this new role will be to maintain, develop and deliver high quality and innovative teaching, at the under-graduate level, to an expanding cohort of Liberal Arts students. The Teaching Associate will have the responsibility of designing and delivering specific core modules within the Liberal Arts curriculum. They will work in collaboration with colleagues to develop and maintain the global orientation and cross-disciplinary learning of the programme. They will be involved in curricular innovation that ensures the development of transferable skills within the core Liberal Arts modules. They will also be expected to support students in studying across multiple disciplines through tutorials and mentorship. The role holder will participate in the administration of the programme and contribute to national and international scholarly debates in the field of Liberal Arts and interdisciplinary teaching and learning.

Main Responsibilities

1. Teaching
   • To prepare and deliver lectures/seminars/workshops/field trips etc as appropriate, as part of the Liberal Arts core modules.
   • To participate in designing core curriculum in collaboration with colleagues within Liberal Arts.
   • To convene and take primary responsibility for the design and delivery of some of the Liberal Arts core modules.
   • To teach and/or contribute to other modules in the School, as appropriate to the role-holder’s specialism.
   • To offer tutorial support and mentorship to students.
   • To design and assess student assignments and exams, in keeping with University regulations and the core objectives of the Liberal Arts programme.
   • To supervise projects and undergraduate dissertations of Liberal Arts students, as and when appropriate.
   • To actively collaborate with colleagues in pedagogical innovation and design of curriculum that can speak to student needs and the core objectives of Liberal Arts to provide interdisciplinary, global and skill-based education.
   • To maintain and develop the global aspect of the Liberal Arts programme through regular communication and collaboration with colleagues based in the University of Nottingham’s Malaysia and China campuses the University of Nottingham’s Global Education Office.
   • To foster an inclusive classroom and identify and respond to a diversity of student needs.
2. **Scholarship**

This role is teaching focused, but there will be opportunity to develop a research profile and expertise within Liberal Arts to enrich teaching and support the delivery of interdisciplinary education. Responsibilities will include:

- To build internal and external relationships in order to share information, identify potential sources of funds and/or opportunities for collaboration.
- Prepare proposals and applications to external or internal bodies for funding, for teaching innovation, enhancement projects or for own teaching development activities.
- To develop a reputation in teaching through contributions to scholarly debate and discussion in the field of Liberal Arts and interdisciplinary education (e.g. digital learning, careers and employability, civic engagement, innovation and enterprise).

3. **Administration**

- To contribute to the effective management and administration of the Liberal Arts Programme by performing duties allocated by the Director of the Liberal Arts Programme. This may include responsibility for administrative duties in areas such as admissions, time-tableing, examinations, and assessment of progress and student attendance.
- To perform specific administrative roles within the School of Culture, Languages and Area Studies, as allocated by the Head of School.

### Knowledge, Skills, Qualifications & Experience

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<th>Essential</th>
<th>Desirable</th>
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<td><strong>Qualifications/ Education</strong></td>
<td>• PhD (or close to completion) in a subject area that contributes to the delivery of Liberal Arts at the University of Nottingham.</td>
<td>• Higher Education teaching qualification (or working towards).</td>
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<td><strong>Skills/Training</strong></td>
<td>• Excellent oral and written communication skills.</td>
<td>• Knowledge of digital tools to enhance student experience.</td>
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<td>• Capacity to design and deliver high-quality course materials.</td>
<td>• Skills in innovative pedagogy and practices of student engagement.</td>
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<td>• Strong ability to engage students with work that crosses disciplinary boundaries and inspires learning.</td>
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<td>• Good interpersonal and team working skills.</td>
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<td><strong>Experience</strong></td>
<td>• Previous teaching experience at Higher Education level.</td>
<td>• Previous experience in designing courses at the Higher Education level.</td>
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<td>• Evidence of teaching that crosses disciplinary boundaries.</td>
<td>• Evidence of working in a team or collaboration with colleagues within an educational context.</td>
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<td>• Familiarity with or knowledge of interdisciplinary pedagogy or a Liberal Arts approach.</td>
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The University of Nottingham strongly endorses Athena SWAN principles, with commitment from all levels of the organisation in furthering women’s careers. It is our mission to ensure equal opportunity, best working practices and fair policies for all.